chhaya
Community Development Corporation

Position Available: Housing Counselor, Homeownership 2026

Overview of the Organization:
Chhaya is the only South Asian and Indo-Caribbean Community Development Corporation (CDC) in the nation. Our mission is to build community power, housing stability, and economic well-being of the South Asian and Indo-Caribbean communities in New York. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures; assisted first-time homebuyers in obtaining thousands of dollars in down-payment assistance, led the basement legalization campaign in New York City, provided individuals with key immigration services to better navigate daily life, empowered families with financial management tools and skills, and fostered the civic engagement of thousands of South Asian and Indo-Caribbean New Yorkers. As a leader in New York City's housing and economic justice sector, Chhaya is poised for significant organizational growth and development. Our main office is in Jackson Heights and we have a second location in Richmond Hill – two neighborhoods with vibrant South Asian and Indo-Caribbean communities.

Summary of the Position:
Chhaya seeks an energetic and dynamic Housing Counselor to be part of its homeownership program team. The counselor will assist South Asian, Indo-Caribbean, and other immigrant communities to retain their homes as well conduct educational workshops. Candidates will receive training on homeownership education as necessary, including conducting community presentations and housing counseling. The selected candidate will be required to pass the HUD exam within 3-6 months of joining. This is an exciting opportunity for a highly motivated individual to expand a successful program with future prospects for career growth. This position will report to the Assistant Director of Programs, Homeownership.

Essential Duties and Responsibilities:

- Conducting one-on-one pre and post-purchase counseling with low to moderate income homeowners, including but not limited to budget counseling, forbearance, affordability analysis, home repairs, loan modification, and refinance;
- Organizing and conducting regular workshops on homeownership education and financial literacy;
- Supporting, organizing, and providing instruction at Chhaya's annual housing fair(s), homeownership workshops, and post-purchase trainings;
- Marketing Chhaya's educational and counseling programs on preventing predatory lending and promoting homeownership education;
- Broadening and strengthening Chhaya's outreach in the community and cultivating community partnerships including partnerships with faith-based and community organizations;
- Tracking counseling and educational outreach outcomes in database and assisting with regular reporting;
- Building and maintaining strong working relationships with funders, housing experts, partner organizations, and coalition partners;
- Assisting with other projects, as necessary;

As a member of the Chhaya staff, additional responsibilities may be added related to special events, critical initiatives, and other special cases that require full staff participation (some

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evenings and weekends). Further, as a Chhaya team-member, it is every employee's responsibility to help further the organization's mission by building a work-culture centered around ownership, accountability, fairness, inclusiveness, and fun

Qualifications:

- Must be legally authorized to work in the U.S.
- Two or more years of experience with housing counseling, social services, or public speaking
- HUD Counseling Certification (preferred)
- Commitment to attaining HUD Counseling certification (required)
- Fluent in Bangla, Nepali, Tibetan or another language (preferred)
- Deep commitment and passion for social justice, and grounded by connection to the needs and issues facing low-income South Asian and Indo-Caribbean New Yorkers
- Demonstrated ability to maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors
- An ability to be flexible and willingness to wear "multiple hats" if and when needed
- Flexible schedule with the ability to work some weekends and evenings, if needed
- Experience working with populations with limited English and/or computer proficiency (preferred)
- Extremely well-organized and detail-oriented;
- Sense of humor – a plus

Salary Range: $55,000 – $62,000, Commensurate with experience (Annual Salary)

How to Apply: Please send a cover letter, resume, and two references to *careers@chhayacdc.org* with the subject line "Housing Counselor, Foreclosure Prevention – Application". Applications will be accepted until the position is filled. Only applicants under consideration will be contacted. No phone calls please.

This is a bargaining unit position with the ALAA. Chhaya CDC is an equal opportunity organization that celebrates and embraces diversity. Chhaya does not discriminate on the basis of caste, race, religion, color, sex, gender identity, sexual orientation, age, or any other identities covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.